



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Area: **Graphics**

Class Code: 5311

Exempt

EEO Code: 05

Effective Date: August 30, 2002

Major Function

Technical work planning, developing and producing graphic and printed materials and special graphic presentations for computer presentations.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Coordinates and advises County departments, including County Commissioners and elected Officials, regarding planning and content of graphic presentations. Collaborates with the Copy Center staff on printing projects.

Plans, designs, and produces comprehensive graphic presentations, newspaper/magazine advertising, public informational and educational material including but not limited to books, brochures, general and technical illustrations, pamphlets, invitations, signs, exhibits, posters, slides and transparencies utilizing knowledge of reproduction techniques including video, dry ink copiers, color process printing, offset printing, and electronic graphics. Prepares proofs and camera ready artwork for review prior to printing or publication.

Assists in the preparation of specifications for graphics and printing performed by vendors. Coordinates with vendors to ensure finished product conforms to specifications.

Consults with County Departments to enhance and coordinate their networking projects to the Copy Center.

Recommends to division Manager/Supervisor when printing production should be performed in-house or by a vendor, based upon established criteria. Makes recommendations and provides justification for equipment and supplies to enhance performance and productivity. Maintains records of work performed.

Trains and supervises staff assisting with graphics projects.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Thorough knowledge of graphic, electronic graphics, printing/duplication techniques and inventory controls.

Ability to effectively communicate both orally and in writing with all levels of management, other County employees and the general public. Ability to apply graphic techniques to printing processes to assure a quality product. Ability to exercise independent initiative and judgment towards completion of assigned duties. Ability to direct and train staff assigned to assist with graphics projects.

Bachelor's Degree in Graphics, Advertising or Industrial Art, or a closely related field and four (4) years experience in graphic or advertising art including computer generated graphics.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is an office setting. Most duties are performed while sitting at a desk or workstation. Incumbents in this position may be exposed to printing chemicals contained in graphic art supplies. Incumbents are exposed to electrical and radiant energy from computer terminals.